



APPLICATION REQUIREMENTS

1. Questionnaire

- The [Questionnaire](#) may be completed online or as a hard copy.
- Questions should be answered to the best of applicant's ability.

2. Tree Species Selection List

- Choose the appropriate size tree for the planting space according to the [Tree Species Selection List](#) (understory vs. overstory).
- Indicate your tree species preferences on the Tree Permit form.

3. Planting Plan/Map

- All projects must include a planting plan of entire project area with physical addresses, tree locations, species identification, and 'North arrow'.
- By request, the City will provide a base map. Two weeks notice is required.

4. Tree Permits

- [Tree Permits](#) can be completed and mailed as a hard copy or scanned and electronically submitted.
- One tree permit must be completed for every property. The permit must be signed by the property owner assuming responsibility for tree care maintenance.
- Proposed planting sites must follow [City Code Sec. 114-57](#).
- Planting site inspections by the NeighborWoods Coordinator will be completed after tree permits are submitted. Locations are subject to change due to utility locates or other circumstances.

5. Commitment to Tree Care Maintenance Schedule

- Tree care maintenance consists of watering, mulching, and weed control for the newly established tree. Any additional maintenance should be brought to the attention of the City of Springfield NeighborWoods Coordinator.
- Applicant must follow the [Tree Care Maintenance Schedule](#).
- Additional tree care maintenance resources are available on the City website in the form of video and document links.

MAIL COMPLETE APPLICATIONS TO:

City of Springfield Urban Forestry Program Attn: NeighborWoods Coordinator
1010 W. Chestnut Street Springfield, MO 65802

QUESTIONS: 417-874-2154 or NeighborWoods@springfieldmo.gov